

UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF THE SECRETARY

STUDENT VOLUNTEER SERVICE AGREEMENT

Section I - Assignment Data

1. Student's Name:
2. Academic Discipline:
3. Educational Institution:
4. Academic Level:
5. Proposed Length of Internship:

Section II - Educational Institution Agreement

I certify that _____ is a student in good standing and
that the work assignment and scheduled hours of work are approved as appropriate for
the course of study or training that he/she is pursuing. The student will/will not be given
credit (academic
or other) for the work assignment.

I understand that a record of the student's attendance and an evaluation of his/her
performance will be provided to this institution when the work assignment is completed.

(Signature of Approving Official)

(Date)

(Title)

(Educational Institution)

400 MARYLAND AVE., S. W. WASHINGTON, D.C. 20202-0100.

Our mission is to ensure equal access to education and to promote educational excellence throughout the Nation.

Section III - Volunteer Student Agreement

I understand that:

I am not considered to be a Federal employee for any purpose other than for purposes of the Federal Tort Claims provisions published in 28 U.S.C. 2671 through 2680, and U.S.C., Chapter 81, relative to compensation for injuries sustained during the performance of work assignments;

I am to conduct myself with honesty and integrity in the performance of my duties;

I am to consciously safeguard Government business which is not for public information;

This agreement may be terminated at any time by myself, my educational institution, or the Department of Education; and that

A record of my attendance and an evaluation of my performance will be provided to me and my educational institution when my work assignment is completed.

(Signature of Student)

(Date)

Section IV - Supervisor's Agreement

Supervision of the Student Volunteer will be provided and a record of attendance and a written evaluation of the student's performance will be provided to the student and the educational institution at the end of this assignment.

I certify that the volunteer services to be performed by the student, as outlined in this Volunteer Service Agreement, will not displace any employee.

(Signature of Supervisor)

(Date)

Section V - U.S. Department of Education Agreement

The U.S. Department of Education agrees to accept the volunteer service described in Section I.

(Signature of Approving Official)

(Date)

Must be approved by the Executive Officer or Designee